

STEP 13: IDENTIFY AND PROVIDE FOR STAFFING NEEDS

Your staff carries the success of your program on its shoulders. Be sure to provide for a staff that is of adequate size, has the necessary mix of skills and experience, communicates effectively, and can operate together as a team. For more detailed information about staff roles, please refer to [Background Guide 1](#).

ACTIVITY 13-A

Assess the staffing requirements of your LTBI program:

- Designate which staff position will be responsible for coordinating and overseeing your LTBI treatment program
- Determine what additional staff positions your program will need
- Decide whether these roles will be filled by current staff or if new staff will be hired

ACTIVITY 13-B

Develop or modify job descriptions to incorporate the LTBI treatment program responsibilities. Three easily modifiable templates, [Job Description: Outreach Worker](#), [Job Description: Program Coordinator](#), and [Job Description: Social Worker](#), are included in the Tools section.

ACTIVITY 13-C

Determine what resources will be required for the staff (office space, telephone, equipment, etc.).

ACTIVITY 13-D

If new staff will be hired, develop and implement a recruitment action plan and timeline for:

- Identifying possible sources of qualified candidates
- Presenting the positions in a way that will attract such candidates

- Publicizing the openings in venues that will reach prospective applicants
- Screening and evaluating persons who apply
- Selecting the applicants you wish to hire and making job offers